



# SHIFNAL TOWN COUNCIL

## A G E N D A

3<sup>rd</sup> January 2023

### TO ALL ESTATE COMMITTEE MEMBERS OF SHIFNAL TOWN COUNCIL

**YOU ARE HEREBY SUMMONED** to attend the Estates Committee meeting of the Town Council to be held on Monday 9<sup>th</sup> January 2023 at **5.30pm** at Shifnal Community Hub, Tudor Way, Shifnal TF11 8DJ.

Yours faithfully

Denise Reynolds  
Town Clerk  
SHIFNAL TOWN COUNCIL.

### NOTE TO THE PUBLIC:

Members of the public and press are most welcome to attend meetings of Shifnal Town Council. To ensure that meetings do not become prolonged, Standing Orders provide that members of the public are permitted to make representations, raise and answer questions and give evidence **only in respect of any item of business included in the agendas** during this public session which covers all meetings held on this date. However, public participation must be confined to this section of the meeting only.

The period of time which is designated for public participation in accordance with Standing Orders shall not exceed 15 minutes. Each member of the public is entitled to **speak once only in respect of business itemised on the agendas** and shall not speak for more than 3 minutes. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

A question asked by a member of the public during a public participation session at a meeting shall not require a response or debate although the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to the Town Clerk for an oral response.

- NB:**
1. Standing Orders are available on the Council's website, or on request from the Town Clerk or Council Office and are subject to periodic review, taking advice from the National Association of Local Councils;
  2. Temporary exclusion of the public and press may be necessary at any meeting to discuss matters of a special and/or confidential nature;
  3. **Due to limited seating capacity (10 seats), please contact the Council to book your place. Email address [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk) or telephone 01952 461420**

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Office Hours 10am – 1pm (Monday to Friday)

Tel: 01952 461420  
E-mail: [info@shifnaltowncouncil.gov.uk](mailto:info@shifnaltowncouncil.gov.uk)  
[www.shifnaltowncouncil.gov.uk](http://www.shifnaltowncouncil.gov.uk)



Shifnal Community Hub  
Tudor Way  
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- ES386/22 Public Session**
- ES387/22 Apologies received from Councillors**
- ES388/22 Declaration of Members' Interest**  
*To receive declarations about any items under consideration on this agenda in accordance with the Localism Act 2011, the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and Shifnal Town Council Code of Conduct. Declarations may be of a pecuniary or non-pecuniary nature.*
- ES389/22 To CONFIRM and sign the Minutes of the Estates Committee Meeting of the Town Council held on Monday 5<sup>th</sup> December 2022**
- ES390/22 Proposed Future Projects**  
To CONSIDER a report on proposed projects from STC staff from the Administration Assistant.
- ES391/22 Estates Charges**  
To CONSIDER a report on Estate Charges from the CPO and Administration Officer.
- ES392/22 Shifnal Community Hub, Old Fire Station Hub & Library**  
i) To CONSIDER a report on the bookings and advertisements for STC community hubs from the Administration Assistant.  
ii) To CONSIDER a quotation from contractors for the cleaning of the gutters and flat roof at Shifnal Community Hub.  
iii) To CONSIDER a report on the increase in charges for the 2023/2024 buildings cleaning contract from Shire Services.
- ES393/22 St. Andrew's Churchyard**  
To NOTE that the CPO has written to the Millennium Garden and Rev. Thorpe requesting a joint meeting including the Mayor Cllr. R Cox. Date to be confirmed in January 2023.
- ES394/22 Public Toilet Refurbishment**  
i) To NOTE that KRM will be starting refurbishment works on the public toilets on the 9<sup>th</sup> January 2023, with temporary public toilets provided during the duration of works.  
ii) To CONSIDER the quotation from the contractor to provide 2 nos. bollards.
- ES395/22 Millennium Pillar Clock**  
To NOTE the CPO is in the process of identifying suitable contractors and gaining quotations for the refurbishment of the Millennium Clock and is awaiting a reply from Smiths Clocks on training for the Estates Officer.
- ES396/22 Wheatfield Park**  
To NOTE Cllr. Haddon has arranged new signage at Wheatfield Park from Shropshire Wildlife Trust at no cost to Shifnal Town Council, awaiting confirmation of an installation date.

- ES397/22 Land to the front of Millennium Gardens**
- i) To CONSIDER a report from the CPO on clarification on the procedures with reference to time elapsed on the proposed rain garden project .
  - ii) To NOTE that the CPO is in the process of gaining an updated project cost for the proposed rain garden project.
  - iii) To NOTE that Cllr. Turner is contacting the CPRE with reference to a hedgerow project.
  - iv) To NOTE that the CPO is in the process of gaining an annual maintenance estimate from Brewood Landscapes for the rain garden project.
  - v) To NOTE the CPO is to gain quotations for the following works.
    - a. Removal of existing hedges.
    - b. Removal of tree stumps.
    - c. The removal of ivy.
    - d. The removal of the tree adjacent to residential properties.
    - e. The reduction of the Hornbeam tree overhanging the highway.
- ES398/22 STC Car Parks**  
To CONSIDER a proposal from Cllr. T. Tarran.
- ES399/22 Community Land Haughton Road**  
To CONSIDER a report on the community land at Haughton Road.
- ES400/22 To Review Actions from Previous Committee Meetings**
- ES401/22 Next Estates Committee Meeting**  
Monday 6<sup>th</sup> February 2022 – 5:30pm – Shifnal Community Hub

**Circulation:-**

**Committee:** Cllr R. Cox (Chairman), Cllr E. Bird, Cllr B. Haddon, Cllr J. Horne, Cllr J. Moore, Cllr T. Tarran, Cllr. Z. Turner, Cllr P. Williamson, D. Gough (CPO), L. Pritchard (AA)

**For Information:**

**Councillors:** Cllr K. Booker, Cllr T. Clayton, Cllr J. Coulson, Cllr L. Jenks, Cllr. D. Marriott, Cllr. E. Moore, Cllr G. Tonkinson

**Officers:** D. Reynolds, Town Clerk and Responsible Finance Officer  
H. Howse, Administration Officer

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